

# St Robert's Catholic First School

Oldgate, Morpeth, Northumberland. NE61 1QF | Tel: 01670 512031

Email: [admin@st-roberts.northumberland.sch.uk](mailto:admin@st-roberts.northumberland.sch.uk)

Web: [www.st-roberts.northumberland.sch.uk/website](http://www.st-roberts.northumberland.sch.uk/website)

Headteacher: Mr D Sutcliffe



Dear Applicant

## Support Assistant Special Needs Vacancy

Please find attached the application pack for the Support Assistant position at St Robert's Catholic First School.

The pack contains:

1. Letter to applicants
2. CES support application form
3. Application form notes to applicants
4. Support Assistant advert
5. Job description
6. Person specification
7. CES Rehabilitation of Offenders Act 1974 Declaration form
8. CES Recruitment monitoring
9. CES Consent to obtain a reference form
10. CES Staff privacy notice
11. CES Disqualification policy

The school has been judged as 'Good' by OFSTED and the diocese.

The post commences as soon as possible.

If you wish to apply, you should return the following documents:

**CES Application Form**

**Rehabilitation of Offenders Act 1974 – Disclosure form**

**Recruitment monitoring**

**Consent to obtain references**

**Disqualification policy**

Application forms and all relevant documentation can be downloaded from our school website under vacancies <http://www.st-roberts.northumberland.sch.uk/web/vacancy/556765> or you can also request applications forms via sending an email to [admin@st-roberts.northumberland.sch.uk](mailto:admin@st-roberts.northumberland.sch.uk)

The Governing Body of Bishop Bewick Catholic Education Trust and the Diocese of Hexham and Newcastle are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service as well as other recruitment checks.

Application forms can be emailed to the school office at [admin@st-roberts.northumberland.sch.uk](mailto:admin@st-roberts.northumberland.sch.uk) or handed into the school for the attention of Mr David Sutcliffe, Headteacher.



St Robert's Catholic First School is a proud member of the Bishop Bewick Catholic Education Trust. A company limited by guarantee registered in England & Wales Under company registration number 781435



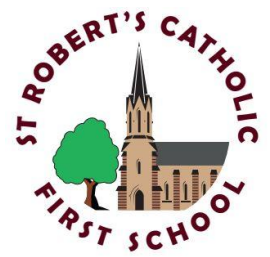
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Visits to the school are encouraged and can be arranged by contacting the school office.  
On 01670 822389.

The position will be offered subject to suitable references and checks.

**Closing date: Monday 27th February 2023 and interviews to be arranged thereafter.**

Yours sincerely

A handwritten signature in black ink that reads 'D Sutcliffe'.

**Mr D Sutcliffe**  
**Headteacher**



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